

## Manage Languages on Workday HTML Accessible Version

On the Home page select (replace your name with our example user name) the {Link} Jane S. Smith (W2005499)[C]. This will display the View Worker page:

View Worker: {Link} Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]  
(Image) Jane\_S\_Smith.jpg

219917 Contingent Worker  
jane.s.smith@maryland.gov {Link} Related Actions for jane.s.smith@maryland.gov

{Button} [My Team]  
{Link} View Team

{Link} Baltimore - 301 W. Preston St {Link} Related Actions for Baltimore - 301 W. Preston St {Link} Preview for Baltimore - 301 W. Preston St

Item 1  
Managers  
icon-multiple-managers {Link} Related Actions for icon-multiple-managers

Item 1  
Manager Title Text: Manager  
Vest M. Brown (W0999900)[C] {Link} Related Actions for Vest M. Brown (W0999900)[C] {Link} Preview for Vest M. Brown (W0999900)[C]

Job  
{Link} Professional Profile  
{Link} Job Details  
{Link} All Jobs  
{Link} Job History  
{Link} Manager History  
{Link} Management Chain  
{Link} Organizations  
{Link} Worker History

Contact  
{Link} Contact  
{Link} Emergency Contacts  
{Link} Support Roles

Personal  
{Link} Personal Information  
{Link} IDs  
{Link} Names

Performance  
{Link} Languages  
{Link} Education

Career  
{Link} Work Experience

{Link} Certifications

{Link} Training

Select {Link} Languages under the section Performance, this will display:

### **Adding a Language Page**

Languages for Worker

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

{Button} [Add]

None entered

Select {Button} [Add], this will display:

Add Language: Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

The Add Language table has 6 columns

The Row will display:

{Button} [Add Row]: {Button} [Remove Row for Item 1]

Language (required): {Button} [Select Language for Item 1]

Native: {Checkbox} Item 1 Native

(Blank Heading): {Button} [Add Row for Item 1], {Button} [Remove Row for Item 1], {Drop-Down} [Ability (required)], {Drop-Down} [Proficiency]

Note: {Text Input}

Assessed On: {Text Inputs} Year: Month: Day

Review this Task

Comment: {Text Input} {Button} [Validate] (optional field)

{Buttons} [Submit] [Save for Later] [Cancel]

For our example we will add the language Spanish.

Select {Button} [Select Language for Item 1], this will display:

Select Value for Language

{Text Input} Search {Button} [Search]

All

{Radio Buttons for 88 Languages}

{Buttons} [Add] [Cancel]

We will select {Radio Button} Spanish

Select {Button} [Add]

This will return to the Add Language page which has added Spanish {Button} [Remove Spanish]

Select {checkbox} [Item 1 Native]

Select {Drop-Down} [Ability (required)] "Comprehension"

Select {Drop-Down} [Proficiency] "Fluent"

Enter "Previous job as translator" in Note: {Text Input}

Enter "1988" for {Text Input} End Date: Year: Enter "04" for {Text Input} Month:, Enter "06" for {Text Input} Day:

### **Submit Language**

Select {Button} [Submit] the screen will display:

You have submitted: {Link} Manage Languages: Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Page was saved successfully

#### Next Steps

Event:

Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Security Group:

HR Coordinator {Link} Related Actions for HR Coordinator

Due Date: 08/14/2015

#### Details and Process

For:

{Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

Overall Process:

{Link} Manage Languages: Jane S. Smith (W2005499)[C] {Link} Related Actions for Manage Languages: Jane S. Smith (W2005499)[C] {Link} Preview for Manage Languages: Jane S. Smith (W2005499)[C]

Overall Status: In Progress

Due Date: 08/14/2015

#### Details

Item 1

Add / Edit Language

{Button} [Export table to Excel]

Language: Spanish {Link} Related Actions for Spanish

Native: Yes

Ability: Comprehension {Link} Related Actions for Comprehension

Proficiency: 5 - Fluent {Link} Related Actions for 5 – Fluent

Note: Previous job as translator

Assessed On: 04/06/1988

#### Process

{Button} [Sort] {Button} Export 'Process History' items to Excel

Process History table- 2 items

(Row 1)

Process: {Link} Manage Languages {Link} Related Actions for Manage Languages {Link} Preview for Manage Languages

Step: Manage Languages {Link} Related Actions for Manage Languages

Status: Step Completed

Completed On: 08/12/2015 08:21:34 AM

Due Date: 08/14/2015

Person: {Link} Jane S. Smith (W2005499)[C] {Link} Related Actions for Jane S. Smith (W2005499)[C] {Link} Preview for Jane S. Smith (W2005499)[C]

(Row 2)

Process: {Link} Manage Languages {Link} Related Actions for Manage Languages {Link} Preview for Manage Languages

Step: Approval by HR Coordinator {Link} Related Actions for Approval by HR Coordinator

Status: Awaiting Action

Completed On: (blank)

Due Date: 08/14/2015

Person: Suit Z. Mang (W1051740) (HR Coordinator) {Link} Related Actions for Suit Z. Mang (W1051740) (HR Coordinator) {Link} Preview for Suit Z. Mang (W1051740) (HR Coordinator)

Select the {Button} [Done], the will return you to Languages for Worker page. No Languages will be displayed until it is approved.

Return to the Inbox to see the status of your changes and any actions that may be required.

Last Updated 8/19/2015